



# Board of Trustees

Meeting Minutes for

March 20, 2024

**1. Call to Order:** President Galván called the meeting of the McMillan Library Board of Trustees to order at 5:00p.m.

**2. Roll Call:**

**Board Members:**

Andrea Galván

Kim Heniadis

Ryan Austin

William Clendenning

Evan O'Day

~~Karen Schill~~

Craig Broeren - late

Scott Kellogg

Elizabeth St. Myers

Emily Kent

Susan Feith

**Administration:** Katherine Elchert, Library Director; Claire Parrish, Assistant Director;

**Others in Attendance:** Layla, library staff; Dennis Martin, future Wood County Board Representative

**3. Open Meetings Declaration:** President Galván established that this was a public meeting and appropriate public notice with Zoom access was given.

**4. Approval of Minutes: Motion by W. Clendenning, second by S. Kellogg to approve minutes of the February 21, 2024 full Board meeting. Motion carried unanimously.**

**5. Treasurer's Report**

**a. Monthly Finance Reports:** some final bills from 2023 were reviewed ; bills from last month are in order; March bills were reviewed by Elchert

*K. Schill joined at 5:05pm*

**b. Payment of the Bills: \$52,935.42**

**E. St. Myers makes a motion to approve the bills at \$52,935.42 , K. Henidias seconds. Motion carried unanimously.**

Elchert reviewed YTD financials.

*C. Broeren arrived at 5:18pm*

**6. Director's Report**

**a. Library Use and Events:** Wood County rep Dennis Martin will be joining the library board in May; interviewing for assistant position; staff will be at downtown farmers markets this summer; teen librarian and makerspace staff are doing outreach at high schools this spring; relabeling of books has started; MCM card holders will have access to Kanopy starting in May; replace lower level lighting, quote from Preston lighting, can also get energy grants; GHA technologies quote for vape sensors; Feith



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and Broeren noted should be doing an RFP process in line with City, will go to Finance to develop a policy; year in review

*W. Clendenning left at 6:00pm*

**b. Statistics:** programming and visit numbers are increasing

**c. Miscellaneous:**

**d. Meet the Board:** Layla, Library Associate

## 7. Committee Reports

**a. Services Committee:** Heniadis reported on committee meeting from previous week; two policies later in agenda to recommend for approval; clothing for staff was discussed; worked on mission statement that will go to staff for comments

**b. Buildings & Grounds Committee:** Austin reported on March 13 meeting; elevator project update given: Strand and McMann structural engineers have been contacted; E Grand Ave entrance, Eichsteadt optimistic to have documents ready by next month; digitizing blueprints: Pearl will digitize for \$350; are discussing different doors at Lester entrance, change determined by staff

**c. Finance Committee:** No meeting; Jerry Feith and S. Feith met with Eichsteadt on Monday, will move forward with study to see if larger elevator can be installed; A Pearl representative or Jerry Feith will pick up blueprints

- WoodTrust Accounts as of 12/31:
  - \$2,671,283.07
  - \$50,150.90
  - \$27,283.59 (restricted book fund)
  - \$62,787.17 (restricted book fund)
- SCLS Foundation investment fund 1/31/24 balance:\$1,257.72
- Endowment checking account 1/31/24 balance: \$581.05
- 2023 donation total: \$219,415.09
  - (Restricted) Learning Futures: \$60,250
  - Unrestricted: \$159,165.09
  - Payout total: \$54,477.95
    - Expenses: \$4,477.95,
    - Inter-Account transfer: \$50,000

**d. Personnel Committee:** No meeting

## 8. Old Business

**a. 2024 Facility Updates:** Preparing for solar next steps



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## 9. New Business

a. **Internet Safety and Acceptable Use Policy:** Elchert reviewed the policy.

**C. Broeren motions to approve the Internet Safety and Acceptable Use Policy, E. St. Myers seconds. Motion carried unanimously.**

b. **Social Media Use Policy:** Elchert reviewed the policy.

**E. St. Myers motions to approve the Social Media Use Policy, C. Broeren seconds. Motion carried unanimously.**

## 10. Information Requests

- Donor board update

## 11. Items for Next Agenda

- Carryover fund update

**C. Broeren motioned to adjourn, S. Kellogg seconds. Motion carried unanimously.**

**Meeting adjourned by President Galván at 6:47pm.**

**Respectfully Submitted: Claire Parrish, Assistant Director**